



Exhibitor Registration Form

1. Primary Contact Information

Company Information

Company Name*: _____

DBA Name (if different): _____

Mailing Address 1*: _____

Mailing Address 2: _____

City*: _____

County*: _____

State*: _____

Zip Code*: _____

Phone Number*: _____

Fax Number: _____

Website: _____

Company Representative (who will be attending matchmaking event)

First Name*: _____

Last Name *: _____

Title: _____

Phone Number*: _____

Email*: _____

Fax: _____



Registration

Steps:

FAX both pages of
the application to

615-532-8715

**Attn: East
Tennessee
Business
Matchmaking**

Questions:
Contact
Michelle Proctor
at

1-800-872-7201

Is your Company registered as a Buyer at the East Tennessee Matchmaking Event?*

Yes ____ No ____

2. Reservation Information*

Reservation Period: January 1 - March 1, 2006

Payment Period: March 1-March 31, 2006

Amount: \$100.00

Exhibitors can reserve space at the Business Matchmaking Conference by completing this application and faxing it to 615-532-8715. Instructions for submitting payment through an online secure payment system will be emailed to the contact person listed on this form on or before March 1, 2006. Payment must be received during the period March 1- March 31, 2006. Any reservation that does not provide payment during this period can be subject to cancellation without notice.

Note: There are a limited number of exhibitor booths. They will be sold on a first-come, first-serve basis.

Payment Information:

Credit or debit card payment is the only accepted payment method for local and federal government and corporations. State Government agencies may issue a journal voucher by contacting Michelle C. Proctor at (615) 741-8914 or at Michelle.Proctor@state.tn.us.

Refunds & Cancellations:

Registration fees are non-refundable. An alternate or substitute attendee can be arranged by submitting a request in writing via fax or email to Michelle C. Proctor at Michelle.Proctor@state.tn.us or fax: 615-532-8715 no later than March 30, 2006.

Special Accommodations:

Reasonable accommodations for individuals who qualify under the Americans with Disabilities Act are available upon request. For people with special accommodations, please contact Michelle C. Proctor at Michelle.Proctor@state.tn.us or by calling 1-800-872-7201 by March 31, 2006.

Confirmation Policy:

The registration will not be confirmed until full payment has been received. Incomplete registration forms will not be processed and a confirmation number will not be issued. Do not submit a duplicate registration as a follow-up to an already submitted registration. Refunds may not be guaranteed for duplicate registrations.

* denotes required fields

Booth Dimensions: Booths are six feet long with two chairs and skirting.